

# Federal Contracting Basics

Getting Registered and Finding  
Opportunities





## Federal Contracting Basics

- Overview of WA PTAC
- Basics of Federal Contracting
- Getting Registered
- Market Research/Finding Opportunities
- Competitive Advantage
- Next Steps
- Q & A

## ➤ Overview of WA PTAC



# Washington PTAC Program

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The Procurement Technical Assistance Center assists Washington State businesses in selling to federal, state and local governments.

- Finding opportunities to bid
  - Interpreting solicitations and regulations
  - Certifications & registrations
  - Marketing to government buyers
- ...and much more

We provide these services through:

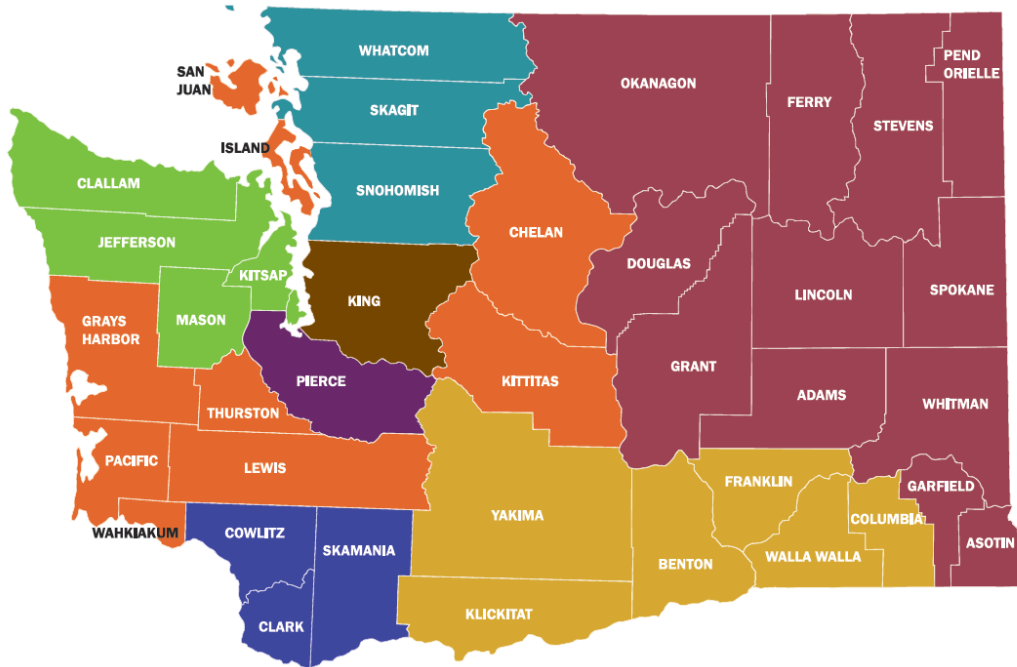
- Workshops
- One-on-one Counseling Sessions
- Matchmaking events
- Optional Bid Match service (*fee-for service*)



# Washington PTAC Program

- PTAC funds are discretionary and allocated each year by Congress in the Defense Appropriations Bill.
- The Department of Defense, Defense Logistics Agency enters into cooperative agreements with PTAC across the United States.
- Matching funds are provided by Thurston EDC and its sub-centers.
- There are 93 PTACs in US employing 400 counselors
- 11 Counselors in Washington

# Washington PTAC



## WASHINGTON PTAC

Serving Washington State Businesses

A program of Thurston Economic Development Council  
665 Woodland Sq. Lp. SE, Suite 201 | Lacey WA 98503

P 360.754.6320 | F 360.407.3980

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## WASHINGTON PTAC SUB CENTERS



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[www.washingtonptac.org](http://www.washingtonptac.org)

# ➤ Basics of Federal Contracting





# Why Government Contracting?

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Basics

- Washington State is home to a significant amount of government contracting opportunities
- Business diversification is good
- There are provisions in the federal marketplace that make it easier for small and small disadvantaged firms to compete
- Federal agencies have goals to award contracts to small businesses and other socio-economic groups
- Federal Government pays within 30 days of proper invoice

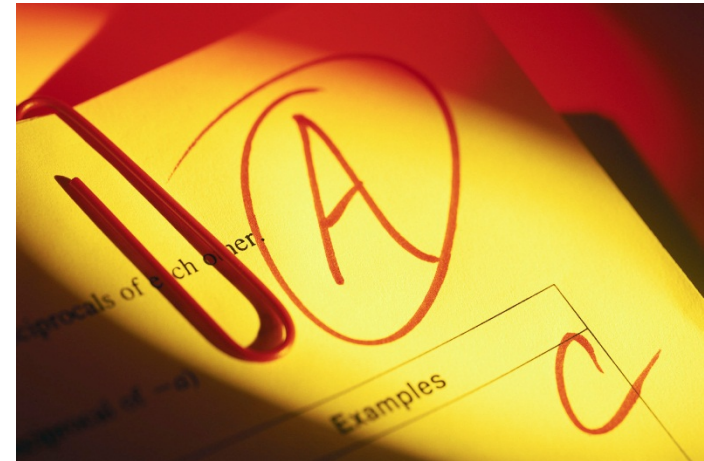


# Quiz Time!

## Federal Contracting Basics

Which of the following is purchased by the federal government?

- a) Organist Services
- b) Dirt Bike classes
- c) Star Wars wall stickers
- d) Aerobatic Stunt Flying Comedy Acts
- e) all of the above



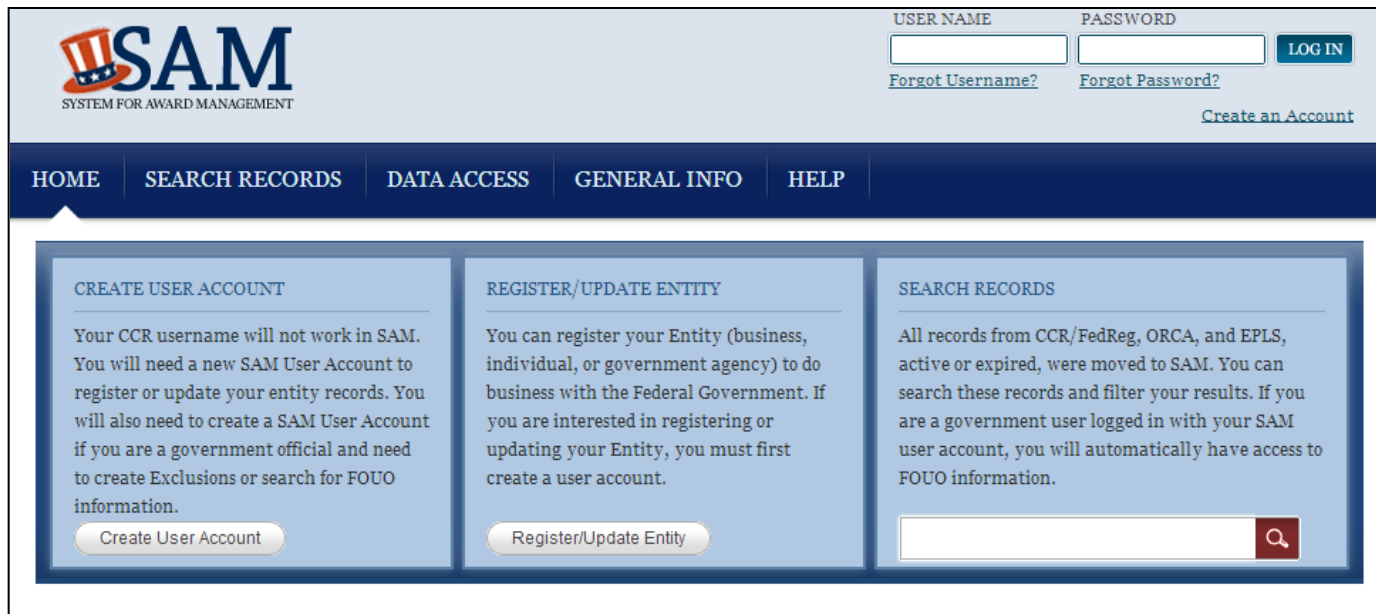
## ➤ Getting Registered



# Getting Registered to Sell

## Federal Contracting Basics

Register your business at [www.sam.gov](http://www.sam.gov) for FREE!  
Contact a PTAC counselor for a guide to help you register.



The screenshot shows the SAM (System for Award Management) website. At the top left is the SAM logo with the text "SYSTEM FOR AWARD MANAGEMENT". To the right of the logo are input fields for "USER NAME" and "PASSWORD", a "LOG IN" button, and links for "Forgot Username?" and "Forgot Password?". Below these is a link for "Create an Account". A dark blue navigation bar contains the following links: HOME, SEARCH RECORDS, DATA ACCESS, GENERAL INFO, and HELP. Below the navigation bar are three main content areas. The first area is titled "CREATE USER ACCOUNT" and contains text explaining that CCR usernames do not work in SAM and that a new SAM User Account is needed. It includes a "Create User Account" button. The second area is titled "REGISTER/UPDATE ENTITY" and contains text explaining that users can register their entity (business, individual, or government agency) to do business with the Federal Government. It includes a "Register/Update Entity" button. The third area is titled "SEARCH RECORDS" and contains text explaining that all records from CCR/FedReg, ORCA, and EPLS, active or expired, were moved to SAM. It includes a search bar with a magnifying glass icon.

# Getting Registered to Sell

Dynamic Small Business Search/SBA Profile:

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SBA Search  
Results

[Print](#) [Exit](#) [Help](#)

[DSBS](#) [Quick Market Search](#) [TM OnLine](#)

## SBA Search Results

View	Name and Trade Name of Firm	Contact	Address and City, State Zip	Capabilities
<a href="#">1</a>	<a href="#">GROAT BROS, INC.</a> RICHFIELD WOOD WASTE	DENNIS GROAT	608 W SCOTT AVE WOODLAND, WA 98674-9585	Groat Brothers provides various trucking and hauling mea demolition wastes and also provides excacation, grading, construction. We also provide snow removal.
<a href="#">2</a>	<a href="#">3 D CONTRACTING INC/ WESTERN STATES CONSTRUCTION J V</a>	DENNIS COLLINS	1510 SCHAFFRAN RD CASTLE ROCK, WA 98611-9711	
<a href="#">3</a>	<a href="#">WOOLEVER VOCATIONAL, LLC</a> WEST COAST TRAINING	JEFFERY WOOLEVER	3805 DIKE RD WOODLAND, WA 98674-9725	
<a href="#">4</a>	<a href="#">THE NESTAVAL CORPORATION</a>	SANDRA NESTAVAL	1311 BLOYD ST KELSO, WA 98626-5603	Heavy and Highway (streets, roads, site grading, clearing, remediation).
<a href="#">5</a>	<a href="#">FREMONT VILLAGE</a> FREMONT VILLAGE	MELANIE REDDICK	1416 3RD AVE LONGVIEW, WA 98632-3252	

## ➤ Market Research



# Federal Procurement Thresholds

*The dollar value of a buy influences how it is procured.*

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- **\$0 – micro purchase threshold** – Direct buy. No competition required. Purchases often made with a government purchase card. Varies.
- **Micro purchase threshold - \$25,000** – Request for Quote  
(3+ quotes by phone or in writing)
- **\$25,000 +** – Must be posted on [www.fbo.gov](http://www.fbo.gov)

**Micro purchase threshold- \$150,000** – Automatically set aside for small business unless exception can be found (i.e. emergency)

# Does government buy what I sell?

## Federal Contracting Basics

- [FBO.gov](https://www.fbo.gov) – What government has bought in the past, what they are buying now
- [USAspending.gov](https://www.usaspending.gov) and [FPDS.gov](https://www.fpds.gov) – What government has bought from in the past, who they've purchased from.
- Agency Forecasts – What agencies hope to buy in the future
- Who is registered to sell to government? [www.sam.gov](https://www.sam.gov) and <http://dsbs.sba.gov>

# Finding Opportunities

[www.fbo.gov](http://www.fbo.gov)

## Federal Contracting Basics

★ **FEDBIZOPPS.GOV** Business Opportunities

Home Getting Started General Info Opportunities Agencies Privacy

Search more than **29,600\*** active federal opportunities.

Posted Date: Last 90 Days

Set-Aside Code: Any

Place of Performance: Any State or Territory

Type: Any

Keyword / Solicitation #: Agency:

Additional criteria and multiple selections are available on the [advanced search form](#).  
\* Notices posted within the last 90 days.

**Buyers / Engineers**  
Government users may post, monitor, and award contracts.

**Vendors / Citizens**  
Vendors and citizens may search, monitor, and retrieve opportunities.

Username: Password:

[Find Opportunities](#)  
No login is required to view opportunities.

[Register Now](#)  
[Password Reminder](#)  
[Recovery FAQs](#)

**Location / Agency Administrators**  
[Login Here](#)  
[Register Now](#)

**ADDITIONAL RESOURCES**

- FAQs
- Federal Service Desk
- Recovery.gov
- Whitehouse.gov/recovery/
- Business Partner Network (BPN)
- Federal Agency Business Forecasts
- Federal Assets Sales
- Federal Grants
- USA.gov
- Minority Business Development Agency

**RECOVERY**  
FBO now contains Recovery and Reinvestment Act actions.

**FBO RECOVERY REPORTS**  
[Click here for Opportunities](#)  
[Click here for Awards](#)  
Click [here](#) to learn more.

**USER GUIDES**  
[Buyer](#)  
[Vendor](#)  
[Engineer](#)  
[Location / Agency Admin](#)  
Use [Adobe Acrobat Reader](#) to view files in PDF format.

**DEMONSTRATION VIDEOS**  
Watch demonstration videos designed to familiarize you with the features and functionality of the new FBO.  
[Watch the Videos](#)

Log on & create search agent

User Guides

Demonstration videos

Federal Agency Business Forecasts



# What's Not Here?

- Credit Card purchases & small dollar RFQ
- Emergency purchases
- GSA Schedules [www.gsa.gov](http://www.gsa.gov)
- Defense Logistics Agency [www.dla.mil](http://www.dla.mil)
- [www.fedbid.com](http://www.fedbid.com)
- Other websites / local government
  - DIBBS (Manufacturers)  
<http://www.fs.fed.us/gpnf/purchasing/>
- Subcontracting opportunities

# ➤ Competitive Advantage



# Competitive Advantage

Is my business small?

*A small business is not dominant in its field of operation and qualifies as a small business concern under 13 CFR 121.201*

[www.sba.gov/size](http://www.sba.gov/size), see table of small business size standards

- Construction: \$33.5 million
- Consulting: \$7 million
- Manufacturing: 500 employees

# Competitive Advantage

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**Federal gov has goals to purchase from small businesses:**

- 23% of all prime contracts for small business
- All contracts between purchase card threshold and \$150,000 are automatically set aside for small businesses.

**Socioeconomic Minimum Goals:**

- 5% of contracts for **small disadvantaged businesses**
- 5% of contracts for **woman owned** small businesses
- 3% for **HUBZone** Certified Firms
- 3% for **Service Disabled Veteran Owned Small Businesses**
- **8a Certification**
- High **Disadvantaged Business Enterprise (DBE)** goal for federally funded transportation work

# Competitive Advantage

What about subcontracts?

- *Small business and socioeconomic goals are passed down to large business Prime Contractors. They must submit a “subcontracting plan” outlining the percent they will sub out to socio-economic groups and small businesses.*

Example:

Mortenson Construction owned bid to build two barracks on JBLM (\$19.9 million)

- 70% of subcontracts set aside small business
- 7% WOB
- 9.8% Hubzone

## ➤ Next Steps



# Now what?

Find Opportunities:

- Federal - [www.fbo.gov](http://www.fbo.gov) – register, set up “search agent” to email you.
- Meet with a PTAC Counselor, attend events and workshops
- Use PTAC’s Bid Match service
  - Searches 2,000 federal, state, and local government procurement sites daily
  - \$135 annual subscription fee, 30 day free trial

# Marketing Strategy

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- Create a Capability Statement  
*For Federal buyers, include DUNS, CAGE, NAICS codes, socio-economic status, etc.*
- Visit small business specialists, buyers, and end users  
<http://www.osdbu.gov/offices.html>
- Determine Procurement Cycles
- Look at agency forecasts/budgets
- Attend trade shows and events





# Your WA PTAC Team



Tiffany Scroggs  
Program Director



Stephanie Scott & John Tamble  
Thurston EDC



Tom Westerlund  
Bates Technical  
College



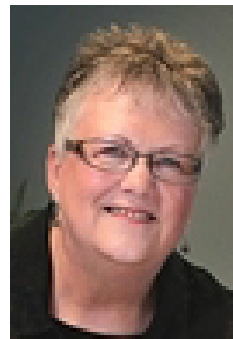
Darrell Sundell  
Highline Community  
College



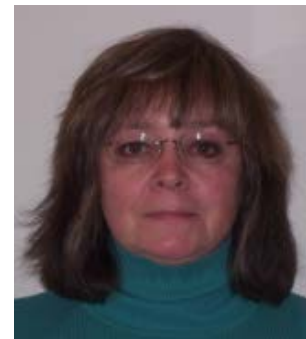
Carroll Bernard  
Greater Vancouver  
Chamber



Kathy Cocus, Mary Jo Juarez, & Theresa Mangrum  
Kitsap Economic Development Alliance



Jean Hales  
Economic Alliance  
Snohomish County



Leslie Miller  
Greater  
Spokane Inc.



Ashley Coronado  
Tri City Regional  
Chamber  
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# ➤ Questions, Comments, Discussion?

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[www.washingtonptac.org](http://www.washingtonptac.org)

